



## DEPARTMENT OF SOCIAL SERVICES

DIVISION OF MEDICAL SERVICES

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Dear South Dakota Medicaid Providers:

The South Dakota Medical Assistance (SDMA) program began collecting NPI numbers from providers over the last several months. As with any process change, there are a few clarifications SDMA would like to make to ensure the upcoming transition on May 23, 2008 of using only NPI numbers goes more smoothly. SDMA is requiring all NPI numbers be on file by April 15, 2008.

Below SDMA will outline the clarifications needed in order for claims submitted on the CMS 1500 to be cross-walked to your Medicaid Legacy provider number correctly:

1. If you have one Servicing NPI number that relates to more than one Medicaid Legacy Provider number, you **must** provide SDMA the following:
  - a. Taxonomy code **AND**,
  - b. Place of service zip code + 4.
2. Along with the above information, SDMA will outline below, the specific information needed in the boxes on the CMS 1500 that are the most frequently missed or incorrectly completed.
  - a. Box 17A
    - i. Shaded Area
      1. Should contain the qualifier code of 1D along with the referring physician's 7 digit provider number, i.e. 1Dxxxxxxx.
      - OR
      2. Can contain the qualifier code of ZZ along with the referring physician's taxonomy code. If they are using a Taxonomy code, SDMA must be notified to update our Provider File.
  - b. Box 17B
    - i. NPI number
      1. Contains the servicing NPI number of the referring provider (PCP).
  - c. Box 24I
    - i. Shaded Area
      1. Should contain the qualifier of 1D if using Medicaid Legacy number.
      2. Can contain the qualifier of ZZ if using Taxonomy code.
  - d. Box 24J
    - i. Shaded Area
      1. Should contain Rendering/Servicing provider Medicaid Legacy Provider number if using 1D in 24I.
      2. Must contain Taxonomy code if using ZZ in 24I.
  - e. Box 32
    - i. Service Facility Location Information
      1. Must contain the name, address, city, state and zip code + 4 of the location where the services were rendered.

- f. Box 32A
  - i. Un-shaded Area
    - 1. Must contain the NPI number of the service location or the servicing providers NPI number
- g. Box 32B
  - i. Shaded Area
    - 1. Should contain the qualifier code of 1D along with your 7 digit provider number, i.e. 1Dxxxxxxx.
    - OR
    - 2. Can contain the qualifier code of ZZ along with your taxonomy code. **If you are using a Taxonomy code, SDMA must be notified to update our Provider File.**
    - OR
    - 3. Can contain the qualifier code of TJ along with your Federal Taxpayer's Identification Number.
- h. Box 33 (identifies the provider who is requesting to be paid for the services rendered and MUST always be completed)
  - i. Must contain the Billing Provider's information
    - 1. First Line – Name
    - 2. Second Line – Address
    - 3. Third Line – City, State, and Zip Code + 4
- i. Box 33A
  - i. Un-shaded Area
    - 1. Should contain the NPI number of the billing provider
      - a. **NOTE:** If you use a separate billing NPI number and rendering provider NPI number, please check with SDMA Provider Enrollment at 605-773-3495 to insure both NPI numbers are on file.
- j. Box 33B
  - i. Shaded Area
    - 1. Should contain the qualifier code of 1D along with your 7 digit provider number, i.e. 1Dxxxxxxx, if the facility has a SDMA provider number, if not leave blank. Hospitals do NOT need to enter their inpatient or outpatient number.

Please refer to SDMA's website at <http://dss.sd.gov/medicalservices>, go to **Provider Information, Provider Billing Manuals**, and finally, to **Professional Services Manual** for additional information. This reference will walk you through what is acceptable/required in each field and what the acceptable format/codes/qualifiers are, starting on page 63. In addition, please take note of the section for blocks 9-11 "other insurance", SDMA frequently receives claims that are incorrectly completed in these areas.

Finally, please be aware effective March 1, 2008, Medicare claims submitted without an NPI number will be rejected by Medicare. Failure to submit an NPI in the primary fields will result in your claim being rejected or returned as unable to process. The NPI number must be included in the primary fields on the claim, i.e. the billing, pay-to and rendering fields.

Please ensure your facility is billing correctly to receive timely payment for your claims. If you have any questions regarding the above information, you may contact SDMA at 1-800-452-7691 (instate) or 605-773-3495 to speak with the Service Unit or email SDMA at [medical@state.sd.us](mailto:medical@state.sd.us). Thank you in advance for your time and cooperation.

South Dakota Medical Assistance Program